



Vacancy Announcement
(Announcement Number: 19-03)

USAID/Nepal invites applications for employment from all interested and qualified candidates for the position of Development Program Specialist – Senior Geospatial Information Systems (GIS) Adviser in the Program and Project Development Office, under a Foreign Service National (FSN) Personal Services Contract (PSC) subject to availability of funds.

OPEN TO: All interested and qualified candidates

POSITION: Development Program Specialist (Senior GIS Adviser) - FSNPSC-11

OPENING DATE: February 12, 2019

CLOSING DATE: February 26, 2019– 5:00 P.M Kathmandu time

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF THE POSITION:

USAID/Nepal's Senior Geospatial Information Systems (GIS) Adviser is a member of the Program and Project Development (PPD) Office's Monitoring, Evaluation, and Learning (MEL)/GIS Team. The Incumbent reports to the PPD Office Director or his/her designee; serves as the principal GIS adviser and provides specialized technical support to the Front Office, Senior Leadership Team (SLT), USAID/Nepal (Mission) staff, Implementing Partners, and Embassy Kathmandu; co-leads the Mission's Integrated M&E Team (IMET); supervises the Mission's GIS intern/fellow; indirectly supervises the Development Objective (DO) Teams' GIS points of contact (POCs); and serves as Activity Manager for simplified acquisition procurement mechanisms related to geospatial and data analytics. The Senior GIS Adviser also serves as the primary liaison with the Government of Nepal's (GON's) Central Bureau of Statistics, National Planning Commission, Department of Survey, and other sector-specific line ministries, as well as other Donors on all GIS related activities.

The Senior GIS Adviser is the U.S. Government's foremost GIS expert and leader and applies advanced data and geographic analysis to development challenges to improve USAID/Nepal's strategic planning, project/activity design, MEL, and results communication in support of the U.S. Government's foreign assistance goals in Nepal. The Senior GIS Adviser is responsible for the management, promotion, and implementation of geospatial technologies throughout USAID/Nepal's technical sectors. The Incumbent employs the use of appropriately

disaggregated data, GIS, and an array of analytical approaches to increase data-driven decision-making related to democracy and governance, agriculture, natural resources management, energy, economic growth, health, education, and disaster risk management. Information gathered, analyzed, and visualized by the Incumbent helps USAID/Nepal, Embassy Kathmandu, the Government of Nepal (GON), USAID Implementing Partners, and the International Development Partner Group (donor coordination forum) conduct deeper analysis of development challenges and the impact of interventions; make more informed and timely policy decisions; facilitate information exchange; enhance donor/government coordination; contribute to Mission-wide MEL efforts; and support the Mission's communication of development results.

REQUIRED QUALIFICATIONS:

- a. **Education:** A Bachelor's degree in geography, management information system, urban and regional planning, statistics, economics, computer science, engineering, math, social sciences, business/public administration, or other relevant discipline is required. A Master's degree in the above disciplines is preferred.
- b. **Prior Work Experience:** The following are required: minimum of seven (7) years of progressively responsible professional-level experience in geospatial data management, analysis, and cartographic production; performance monitoring, evaluation, and learning; the analysis and interpretation of large amounts of data; the design or management of databases and analytical systems; experience training a broad range of stakeholders; and experience working in international development with USAID or another donor agency, host government organizations, or the private sector.
- c. **Post Entry Training:** The appropriate USAID courses in MEL, GIS programs, Agreement/Contracting Officer's Representative (AOR/COR), and other technical and staff supervision courses will be provided by USAID.
- d. **Language Proficiency:** Level IV English (reading, writing, speaking). The candidate must have excellent written and oral English skills. Ability to write technical documents in English, to concisely summarize complex ideas, and to edit work is required. (Language proficiency will be tested). Level IV Nepali (speaking). The candidate must have excellent oral Nepali skills to communicate effectively in Nepali with relevant stakeholders.
- e. **Job Knowledge:** The following are required: advanced level knowledge of spatial data collection, management, statistical and other types of analysis, and reporting; advanced level technical knowledge of industry-standard GIS software (ESRI, ArcGIS, QGIS, MapBox, Leaflet.js, CartoDB, open data kit plus, and other relevant tools), Spatial Data Infrastructure (SDI), remote sensing software (Erdas Imagine, ENVI, etc.), and creation of geospatial data products in developing country environments; ability to train and transfer specialized GIS knowledge and skills to a broad range of stakeholders; knowledge of international development assistance policy, planning, implementation, monitoring, evaluation, and learning; knowledge of strategy and project design and performance results measurement and analysis; understanding of Nepal's political, social, cultural, and economic characteristics and of the history of development and development assistance activities in

general in the country; and a thorough knowledge of the GON's databases, mapping, statistics, and development parameters.

f. **Skills and Abilities:**

- Ability to apply geospatial technology and analyses to international development challenges related to such diverse sectors as democracy and governance, agriculture, natural resources management, energy, economic growth, health, education, and disaster risk management.
- Experience and technical skills in implementing geospatial metadata standards, workflows, data-sharing protocols, and GIS best practices; cartography, remote sensing, web mapping, and management of geodatabases; obtaining, cleaning, processing, visualizing, evaluating, and interpreting factual data; conducting reproducible analysis using statistical software or programming languages (e.g. Stata, SAS, SPSS, R, etc.); and preparing and presenting concise, accurate, and complete reports to a wide range of stakeholders.
- Ability to work with a diverse set of individuals and excellent interpersonal communication, writing, and presentation skills to support and advocate for georeferenced data collection, analysis, visualization, and data quality practices to Mission and Implementing Partner staff who have varying degrees of familiarity with GIS. Motivation to continuously improve the Mission's GIS into an advanced resource, recognized as essential to the Mission's programming. Demonstrated ability to establish and maintain relationships across GON entities, donor organizations, bilateral and multilateral agencies, and private-sector organizations.
- Ability to collaborate in a team environment and work independently to achieve Mission objectives. Ability to multitask and work under pressure to meet deadlines. Strong management and organizational skills and initiative for follow through.
- Exceptional computer skills and knowledge of software program applications authorized for USAID use, such as Word, Excel, PowerPoint, Google Suite, and other GIS related databases and analytical softwares.
- Must have excellent written and oral English skills. Strong ability to write technical documents, concisely summarize complex ideas, and edit work.

A detailed job description for the position can be obtained by visiting USAID/Nepal's website at <http://www.usaid.gov/nepal/careers> or by requesting USAID/Nepal's Human Resources Office (USAIDNepalHR@usaid.gov).

Interested applicants should submit a cover letter and a resume - not to exceed 3 pages - and any other documentation that addresses the qualification requirements of the position as listed in the detailed job description. Please provide names of three references and their contact numbers and email addresses as well. Please send your application to the attention of USAID/Nepal Human Resources Office, U.S Embassy Maharajgunj, G.P.O. Box. 295, Kathmandu, Nepal. Applications may also be sent electronically to: USAIDNepalHR@usaid.gov.

Only short listed applicants will be contacted to participate in the hiring process.

USAID/Nepal is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Nepali society. We believe that social inclusion and diversity contribute to excellence. Applicants from disadvantaged caste, under-represented ethnic groups, and women are especially encouraged to apply.

POSITION DESCRIPTION

Development Program Specialist (Senior GIS Adviser) FSNPSC-11 at PPD

Basic Function of Position:

USAID/Nepal's Senior Geospatial Information Systems (GIS) Adviser is a member of the Program and Project Development (PPD) Office's Monitoring, Evaluation, and Learning (MEL)/GIS Team. The Incumbent reports to the PPD Office Director or his/her designee; serves as the principal GIS adviser and provides specialized technical support to the Front Office, Senior Leadership Team (SLT), USAID/Nepal (Mission) staff, Implementing Partners, and Embassy Kathmandu; co-leads the Mission's Integrated M&E Team (IMET); supervises the Mission's GIS intern/fellow; indirectly supervises the Development Objective (DO) Teams' GIS points of contact (POCs); and serves as Activity Manager for simplified acquisition procurement mechanisms related to geospatial and data analytics. The Senior GIS Adviser also serves as the primary liaison with the Government of Nepal's (GON's) Central Bureau of Statistics, National Planning Commission, Department of Survey, and other sector-specific line ministries, as well as other Donors on all GIS related activities.

The Senior GIS Adviser is the U.S. Government's foremost GIS expert and leader and applies advanced data and geographic analysis to development challenges to improve USAID/Nepal's strategic planning, project/activity design, MEL, and results communication in support of the U.S. Government's foreign assistance goals in Nepal. The Senior GIS Adviser is responsible for the management, promotion, and implementation of geospatial technologies throughout USAID/Nepal's technical sectors. The Incumbent employs the use of appropriately disaggregated data, GIS, and an array of analytical approaches to increase data-driven decision-making related to democracy and governance, agriculture, natural resources management, energy, economic growth, health, education, and disaster risk management. Information gathered, analyzed, and visualized by the Incumbent helps USAID/Nepal, Embassy Kathmandu, the Government of Nepal (GON), USAID Implementing Partners, and the International Development Partner Group (donor coordination forum) conduct deeper analysis of development challenges and the impact of interventions; make more informed and timely policy decisions; facilitate information exchange; enhance donor/government coordination; contribute to Mission-wide MEL efforts; and support the Mission's communication of development results.

The Incumbent keeps the Mission's georeferenced activity and indicator data current, linked to relevant indicators from the Mission's Country Development Cooperation Strategy (CDCS) Performance Management Plan (PMP). The Incumbent is responsible for developing tools and processes for the collection, management, and sharing; monitoring and quality control; and processing, analyzing, and visualization of this data to support the Mission's various processes, including portfolio reviews, regular MEL-related activities for the Mission's \$623 million

portfolio, Implementing Partners' meetings, field visits, VIP visits, strategy and project designs, and other related tasks. The Incumbent also supervises the development and maintenance of the Mission's GIS database containing key reporting information for all of the CDCS DOs, ensuring there are coherent relationships between GIS-related information and each DO's PMP and learning agenda. The Senior GIS Adviser provides customized GIS training and capacity building services as well as direct technical support to Mission, U.S. Government interagency, and Implementing Partner staff so they can appropriately use geospatial data, analysis, and visualization products.

MAJOR DUTIES AND RESPONSIBILITIES: % OF TIME

1. Serves as the Mission's principal GIS adviser and provides mapping, analytical, and visualization technical support throughout the Program Cycle (30%)

- Serves as the Mission's principal adviser and point of contact for geospatial data and related technical solutions, and is responsible for the management and administration of the full range of operational requirements associated with the Mission's physical and web-based GIS facilities and applications.
- Introduces and supports policies and processes that enable the incorporation of new and advanced concepts for GIS visualization, analysis, and reporting to enhance the Mission's analytical capacity, inform decision making processes, and meet the Agency's evolving planning and reporting requirements.
- Develops the Mission's GIS strategy and annual implementation plan for advanced geospatial data collection, preparation, analysis, dissemination, and use by and for the Mission for various purposes, including but not limited to regular MEL related activities for the Mission's \$623 million portfolio, portfolio reviews, Implementing Partners' meetings, field visits, VIP visits, strategy and project designs.
- Co-leads the Mission's IMET, directly supervises the Mission's GIS intern/fellow, indirectly supervises the Mission's GIS POCs, and works with Implementing Partner MEL Teams to implement the Mission's GIS strategy and annual plan to ensure evidence-based programming.
- Serves as the principal GIS adviser to integrate advanced geospatial information and analysis with varied and relevant information in the preparation of the CDCS, PMP, Project Appraisal Documents (PADs), Program Descriptions (PD)/Scopes of Work (SOWs), MEL plans, surveys, evaluations, and disaster risk management activities to help set goals, objectives, targets, and anticipated results. Presents this information in compelling visuals.
- Advises DO Teams and Implementing Partners on the appropriate methodologies for mapping activity location data as well as relevant PMP indicators for deeper analysis and visualization of complex development data. Plans, implements, manages, and monitors the Mission's geo-enabled performance management system; develops GIS tools for

monitoring programs using geospatial information; and develops GIS tools for reporting performance/results data.

- Identifies information needs and data sources for Mission and Embassy Kathmandu staff, as well as other relevant stakeholders; acquires, archives, and maintains geospatial and other relevant data (maps, satellite imagery, etc.); translates information needs into information products using the Mission's GIS facilities; and makes information products available through the intranet, web, shared drive, email attachments, portable devices, and/or in the form of hard copy printouts.
- In conjunction with the Mission's Development, Outreach, and Communications Team, prepares and disseminates GIS supported communications products targeted to both internal and external audiences.
- Provides technical advice and support regarding data quality and data submission to the Mission's and the Agency's various data processing, analyzing, and visualizing tools, including, but not limited to, ArcGIS, Tableau, Development Data Library (DDL), and Development Information Solution (DIS).
- Serves as Activity Manager for simplified acquisition procurement mechanisms related to geospatial technology, geographic analysis applications, licenses, and external sources of data relevant to the Mission's development sectors.
- Manages the Mission's geographic information systems (hardware, software, databases, etc.) and maintains software updates and licenses. Works closely with EXO/IT on system and technical issues with data backup, data sharing, data downloads; installation, maintenance, and administration of ArcGIS Server; and dissemination of information over the USAID network computers and online to Mission staff, Implementing Partners, GON, and other Donors and relevant stakeholders.

2. Collects, manages, and shares complex georeferenced data sets and applications (30%)

- Keeps the Mission's GIS in a state of readiness. Generates time sensitive and custom map products on demand from DO Teams, SLT, and Embassy Kathmandu leadership using existing geospatial databases and data layers. When information is needed but not immediately available, arranges the collection from partner organizations and/or third party sources locally or internationally to respond to the request. If data is non-existent, provides feedback as to the potential costs and best methodology to secure it.
- Acquires, validates, shares, and manages databases containing geospatial information at the activity, PMP indicator, and context indicator levels, including retrieval and use of historic geospatial data previously funded by USAID. Implements GIS best practices in areas such as geospatial metadata standards, workflows, and data-sharing protocols. Introduces, maintains, and updates data quality measures to ensure data quality, validity, and reliability.
- Ensures the compatibility of Implementing Partners' data collection tools with the Mission's GIS to enhance data importing and exporting capabilities and interface.

- Collects and compiles USAID activity location data and relevant georeferenced performance indicator data using standardized templates and builds portfolio specific databases linking with maps and other data analysis and visualization tools.
- Safeguards information and upkeeps security protocols in collaboration with the Mission's Systems Administrator, other staff, and Implementing Partners.
- Provides Mission staff with contractual language that covers the delivery of geospatial data by Implementing Partners in compliance with USAID's Data Policy. Supports the Request for Proposal/Assistance (RFP/A) stage and/or advises technical evaluation committees in instances where geospatial data is likely to be collected or analysis is pertinent.

3. Builds the mapping, analytical, and visualization capacity of Mission and Implementing Partner staff (20%)

- Identifies optimal entry points for needs-based digital tools and analytical and visualization support and offers suggestions and demonstrations of utility of geospatial analysis and visualization for improved planning and outcomes. Prepares concept papers, background analyses, and briefings to build support for the use of data visualization and data science techniques throughout the Mission.
- Designs and develops a needs-based training plan and agenda for Mission and Implementing Partner staff, aligned with the Mission's GIS strategy and annual implementation plan.
- Organizes and facilitates trainings, workshops, meetings, and seminars on (1) best-practices for georeferenced data collection, management, analysis, and visualization; and (2) how to manage and update georeferenced data, ensure data quality control, enhance the utilization of the Mission's GIS technologies and platforms, and update on any new features, requirements, or policies. Facilitates training visits from other USAID staff and/or training events that include third parties as needed.
- Collaborates with the GeoCenter, M/CIO, and other USAID/Washington entities regarding the planning and implementation of geospatial capacity building activities within the Mission and with the geospatial community both locally and internationally.

4. Provides mapping, analytical, and visualization advise and technical support to other U.S. Government entities at Post, USAID's GeoCenter, and other USAID Washington entities and Missions (10%)

- Identifies data and develops information products required for Embassy Kathmandu's disaster risk management and response activities, including coordination with interagency crisis response teams. Works with Facilities' Management, RSO, HR, DRR, and Motor Pool to map U.S. facilities, shuttle routes, and other information products as needed for emergency planning.

- Collaborates with USAID's GeoCenter, Digital Development Lab, PPL, M/CIO, and other USAID/Washington entities on the application of GIS policies, guidelines, and standards. Keeps the Mission's GIS hardware/software, licenses, and processes current and updated.
- Manages and supervises the application of USAID's geospatial policies, guidelines, standards, mechanisms, and licenses for the Mission and Implementing Partners' GIS data collection, analysis, and visualization activities.
- Actively participates in USAID's global network of GIS Specialists and Data Analysts and liaises with networks across the South Central Asia Region to strengthen the Agency's community of practice in GIS and data analytics.
- Represents the Mission at both local and international events to present and discuss the Mission's leadership and approach to GIS.
- Liaises with USAID, Embassy Kathmandu, the GON, other Donors, and regional institutions regarding spatial information/data applications/technologies. This may include leading an interagency GIS working group within the Embassy to address common issues and coordinate information sharing.

5. Serves as the Mission's Senior GIS Liaison with the Government of Nepal and other Donors (10%)

- Establishes and maintains relationships with senior officers in the GON's Central Bureau of Statistics, National Planning Commission, Department of Survey, and other sector specific line ministries, as well as Donor Partners and relevant NGOs/INGOs on GIS related data collection, analysis, and visualization activities, including best practices, data sharing platforms, standards, and policies. Advocates for the use of open data.
- Establishes and sustains connections within the local and international GIS community to maintain a high standard of professionalism in research, data, surveys, practices and policies.
- Defines and identifies raw data required from GON agencies, local government bodies, Donors, and other sources that must be incorporated into GIS products/tools for use by the Mission.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

- Education:** A Bachelor's degree in geography, management information system, urban and regional planning, statistics, economics, computer science, engineering, math, social sciences, business/public administration, or other relevant discipline is required.
- Prior Work Experience:** The following are required: minimum of seven (7) years of progressively responsible professional-level experience in geospatial data management, analysis, and cartographic production; performance monitoring, evaluation, and learning; the analysis and interpretation of large amounts of data; the design or management of databases

and analytical systems; experience training a broad range of stakeholders; and experience working in international development with USAID or another donor agency, host government organizations, or the private sector.

- c. **Post Entry Training:** The appropriate USAID courses in MEL, GIS programs, Agreement/Contracting Officer's Representative (AOR/COR), and other technical and staff supervision courses will be provided by USAID.
- d. **Language Proficiency** (*List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):* Level IV English (reading, writing, speaking). The candidate must have excellent written and oral English skills. Ability to write technical documents in English, to concisely summarize complex ideas, and to edit work is required. (Language proficiency will be tested). Level IV Nepali (speaking). The candidate must have excellent oral Nepali skills to communicate effectively in Nepali with relevant stakeholders.
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 - Ability to work with a diverse set of individuals and excellent interpersonal communication, writing, and presentation skills to support and advocate for georeferenced data collection, analysis, visualization, and data quality practices to

Mission and Implementing Partner staff who have varying degrees of familiarity with GIS. Motivation to continuously improve the Mission's GIS into an advanced resource, recognized as essential to the Mission's programming. Demonstrated ability to establish and maintain relationships across GON entities, donor organizations, bilateral and multilateral agencies, and private-sector organizations.

- Ability to collaborate in a team environment and work independently to achieve Mission objectives. Ability to multitask and work under pressure to meet deadlines. Strong management and organizational skills and initiative for follow through.
- Exceptional computer skills and knowledge of software program applications authorized for USAID use, such as Word, Excel, PowerPoint, Google Suite, and other GIS related databases and analytical softwares (*computer/writing proficiency will be tested*).
- Must have excellent written and oral English skills. Strong ability to write technical documents, concisely summarize complex ideas, and edit work.